

28 MAY 1982

MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DDA
Records Management Officer, DDI
Records Management Officer, DDS&T
Records Management Officer, DO

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FROM: [REDACTED]
Agency Records Management Officer

SUBJECT: Headquarters Records Review

REFERENCE: Multiple addressee memorandum from DDCI dated
9 July 1981; Same Subject (ER 81-7735/1)

1. Considerable progress has been made since we began the Headquarters records review last summer. Indeed, many components are well into updating their records control schedules as required by the referenced memorandum from the DDCI. At the beginning, we realized that specific milestones might not be reached at the same time although expecting that we would complete the task together by 30 September 1982.

2. To ensure completion as close to that date as possible, we should have all the updated records control schedules submitted to the Records Systems Branch (RSB) by mid-July (the 16th). If it appears likely you cannot submit your schedule by then, please let me know by memorandum briefly stating the nature of the problems and the anticipated date for submission. If we can be of any assistance, please call me on extension

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[REDACTED] Chief, RSB, on extension [REDACTED]

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C/RMD [REDACTED] mes (28 May 1982)

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